

**CLASSIFICATION:** EXECUTIVE DIRECTOR, JOINT BOARD

**Class Code:** 4146-35

**Date Established:** 4-1-13

**Occupational Code:** 7-1-5

**Date of Last Revision:** 5-15-13

**BASIC PURPOSE:** To administer the regulation and enforcement of the enabling statutes and administrative rules for the professions regulated by the component Boards of the Joint Board of Licensure and Certification, and to plan and direct Joint Board business operations, serving as official Joint Board Agency Head and representative in accordance with RSA 310-A:1-a.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Evaluates, develops , and implements all aspects of the agency, ensuring compliance with all laws, rules and regulations promulgated and mandated by the Joint Board component Boards.
- Identifies the necessary steps that must be taken to successfully accomplish planning implementation and operation of the consolidated Boards.
- Oversees and administers revenue collections, and formulates, generates and manages the agency's operating budget.
- Issues and denies all licenses and certifications to applicants based on the meeting of qualifications and requirements.
- Appears before the Legislature to support agency budget, and to present revenues forecasts.
- Drafts, requests, coordinates and monitors legislation on behalf of the agency, and drafts and promulgates each Board's administrative rules, including evaluating the effectiveness of current rules.
- Provides professional oversight to the Joint Board component Boards to direct Boards and members on all aspects of the State, Federal and organizational policies and procedures, ensuring compliance with State and Federal laws and rules.
- Oversees employment of personnel needed to carry out the functions of the Boards.
- Serves as the official representative of the Joint Board and acts as a liaison to multiple agencies and parties to include: the Legislature, the Governor, national and local professional associations, examination and licensing organizations, university systems, State, local and Federal officials, and the general public.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in evaluating, planning, or integrating analysis of data to formulate current and long-range solutions, strategies, or policies of a specialized or technical nature.

**Knowledge:** Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

**Impact:** Requires overall administrative responsibility for achieving agency objectives by directing all aspects of operations management. Errors at this level result in disruption of system wide programs and services as well as long-term adverse impact on agency image and the future success of organizational operations.

**Supervision:** Requires agency-wide administrative supervision, including the responsibility for developing and evaluating internal personnel policies. This level also involves the administrative management of a program which affects more than one agency, including overseeing the interaction of agency employees or policies to accomplish organizational objectives and goals.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires acting as the official representative of the agency, including explaining and defending current and long-range goals or objectives which directly affect public policy decisions regarding major state programs and services.

**Complexity:** Requires formulating the combination of overall job functions in order to address highly diverse or novel situations requiring new concepts and imaginative approaches to a wide range of intellectual and practical problems.

**Independent Action:** Requires administrative decision-making in authorizing and monitoring the implementation of major departmental policies and procedures.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Master's Degree from a recognized college or university with a major study in business administration, accounting, public administration, or related field.

**Experience:** Ten years' experience in a business management field, accounting, or public administration, five years of which must have been in a professional management position involving supervisory and executive duties concerned with public administration, or a related field. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

**License/Certification:** Must be eligible to hold a valid New Hampshire driver's license and have access to transportation for statewide travel.

**RECOMMENDED WORK TRAITS:** Knowledge of regulatory boards. Ability to collect, analyze and disseminate information relating to Board activities. Knowledge of the operations of the NH General Court. Knowledge of the Administrative Rules process. Knowledge of the principles and practices of management and supervision. Knowledge of computer systems and data management. Skill in the use of computers. Ability to collect, analyze and disseminate information relating to Board activities. Ability to supervise others. Ability to make decisions. Ability to prepare and administer budgets. Ability to communicate effectively both orally and in writing and to speak before groups. Ability to collect, analyze and disseminate information relating to Board activities. Ability to establish and maintain effective working relationships with professional organizations, co-workers and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.